

**Nebraska Department of Health and Human Services  
Immunization Program**

**Subaward Reporting Requirements for Award  
Date July 1, 2023 through June 30, 2024**

<b>Report</b>	<b>Date Due</b>	<b>Period Covered</b>
3 <sup>rd</sup> Quarter Work Plan Report* 3 <sup>rd</sup> Quarter Expenditure Report** 3 <sup>rd</sup> Quarter Program Income Report***	October 30, 2023	3 <sup>rd</sup> Quarter
		July 2023
		August 2023
		September 2023
4 <sup>th</sup> Quarter Work Plan Report* 4 <sup>th</sup> Quarter Expenditure Report** 4 <sup>th</sup> Quarter Program Income Report***	January 30, 2024	4 <sup>th</sup> Quarter
		October 2023
		November 2023
		December 2023
1 <sup>st</sup> Quarter Work Plan Report* 1 <sup>st</sup> Quarter Expenditure Report** 1 <sup>st</sup> Quarter Program Income Report***	April 30, 2024	1 <sup>st</sup> Quarter
		January 2024
		February 2024
		March 2024
2 <sup>nd</sup> Quarter Work Plan Report* 2 <sup>nd</sup> Quarter Expenditure Report** 2 <sup>nd</sup> Quarter Program Income Report***	July 30, 2024	2 <sup>nd</sup> Quarter
		April 2024
		May 2024
		June 2024

\*Narrative reports describing progress toward meeting goals and objectives of the work plan and evaluation of the project activities shall be submitted to DHHS along with the expenditure reports within 30 days after the end of each quarter.

\*\*Expenditures must reflect approved budget line items and amounts. Amounts budgeted for operations in one activity may be reassigned to another budget item, provided that the proposed expenditures are for allowable costs and the scope of the subaward project is not changed. Cumulative budget revisions of 25% or more of the total subaward budget require prior written approval by DHHS. Revisions eliminating or adding a line item are subject to prior written approval by DHHS. **The report of expenses must be signed and dated by both the program and financial officials** itemizing the expenses by respective approved budget categories incurred by the Subrecipient for the quarter during the subaward period July 1, 2023 through June 30, 2024. DHHS reserves the right to deny expense reimbursement when expenditure reports are submitted past the deadline due to grant close-out procedures.

\*\*\*In accordance with 45 CFR § 75.307, non-federal entities are encouraged to earn income to defray program costs where appropriate. Program income may include donations, Medicaid vaccine

## Attachment B

administration fees, or 3<sup>rd</sup> party payments from insurers that have resulted from the receipt of a federal subaward. Program income must be used for current costs. Subrecipients will be expected to identify through quarterly reports the program income earned and how it is used to defray immunization program costs. If the final expenditure report for any project period does not have a zero balance for program income then the final reimbursement will be reduced by the amount of unused program income for final subaward close out. Program income shall be disbursed as earned and cannot be carried over between project periods.